

How To Add A Calendar For Your School

Managing the academic calendar is crucial for keeping the school's schedule organized and accessible. Here's a guide on how to add a new calendar for your school, ensuring that it is appropriately configured for school operations.

Step-by-Step Guide to Adding a Calendar

Step 1: Access the Calendar Management Section

Begin by navigating to the calendar management section of your school's administrative portal. This is found under a section labeled '**Calendar**' " under '**School**'.

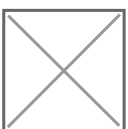
Step 2: Click on the 'Add Calendar' Button

Once you're in the calendar management section, locate and click on the "Add Calendar" button. This will initiate the process of creating a new calendar.



Step 3: Enter a Title for the Calendar

Provide a descriptive title for the calendar that clearly identifies its purpose or time frame, such as "2024-2025 Academic Year".



Step 4: Set as Default Calendar (Optional)

If you wish to make this new calendar the default calendar for the school, click on the checkbox labeled "Default calendar for this school." This step is optional and should only be used if this calendar will be the primary one used by the school.

Step 5: Enter Start and End Dates

Specify the start and end dates for the calendar. This is crucial for defining the period this calendar will cover. For example, you might set the start date as July 1, 2024, and the end date as June 30,

2025.

Step 6: Mark Operational Days

Check the boxes corresponding to the days of the week on which the school operates under this calendar. This ensures that the calendar reflects the actual days the school is open for instruction.

Step 7: Assign Visibility to Profiles

Determine who will have access to view this calendar. Check the boxes next to the profiles or groups of users, such as teachers, students, and administrators, who need access to this calendar.



Step 8: Submit and Create the Calendar

After reviewing all the entered information, click on the '**Submit**' button. This action will create the new calendar and make it accessible to the designated profiles.

Conclusion

By following these steps, you've successfully added a new calendar to your school's administrative system. This calendar will now serve as a vital tool for organizing school operations and ensuring everyone stays informed about important dates and events. Remember to periodically review and update the calendar to reflect any changes in the school's schedule.

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